



JOB DESCRIPTION-GUNSMITHING OFFICE ASSISTANT

General Description/Primary Purpose:

The Gunsmithing Office Assistant will aid the Program Chair and the Instructors in the Gunsmithing Department Programs and the NRA Summer Program.

Classification: Full-time Staff

Salary: Salary commensurate with experience and qualifications.

Appointment: 12 month

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at Murray State College will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with a low cost of living and numerous natural attractions offering fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, Murray State College offers the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

1. Maintain required records and coordinate with campus staff.
2. Perform data entry and update/maintain electronic records.
3. Provide administrative support to the Gunsmithing Program Chair.
4. In conjunction with the Gunsmithing Program Chair, assist prospective students with the application process by sending program information packets, discussing program details, and scheduling applicant interviews.
5. Compile and maintain files for student contacts, registrations, applications, employment contacts, field trips, and class materials.
6. In conjunction with the Gunsmithing Program Chair, develop and maintain monthly budget spreadsheets for the Gunsmithing Program, grants, and the National Rifle Association Summer Program.
7. In conjunction with the Gunsmithing Program Chair, notify applicants of acceptance or denial.
8. Use computer technology for daily research and to prepare, organize, and store files, spreadsheets, and other program-related information.
9. Provide receptionist services and direct incoming telephone calls.
10. Maintain copies of Gunsmithing application packets and distribute them to interested parties.

11. Assist the NRA Summer Program Coordinator with duties up to the level of Co-Coordinator.
12. Assist in planning and implementing the NRA Summer Program.
13. Prepare and distribute instructor agreement forms for the NRA Summer Program.
14. Assist with creation and distribution of NRA Summer Program brochures.
15. Coordinate with the Business Office regarding NRA deposits and general information.
16. Maintain records of NRA funds received from students prior to and during the Summer Program.
17. Assist NRA students with class information, dorm rentals, and class materials during the Summer Program.
18. Register students for the NRA Summer Program (January–May), complete registration forms, and compile information and files for deposits, contacts, registration forms, and mailing lists.
19. Assist with oversight of the departmental budget.
20. Assist in the preparation of program reports.
21. Assist in updating policies and procedures.
22. Demonstrate the ability to learn and support the college's mission, purpose, and goals, and understand the role of this position in achieving them.
23. Maintain a positive working environment with supervisors, staff, faculty, and students.
24. Maintain strict confidentiality.
25. Demonstrate flexibility, adaptability, and willingness to accept new or different assignments.
26. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
27. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the job's essential functions, with or without reasonable accommodations, using some other combination of skills and abilities.

- General office and administrative procedures
- Customer service and confidentiality practices
- Basic budgeting and recordkeeping
- Google Suite and standard office technology
- Strong organization and time management
- Clear written and verbal communication
- Customer service and interpersonal skills
- Accurate data entry and spreadsheet use
- Ability to prioritize and manage multiple tasks
- Maintain confidentiality and professionalism
- Work independently and as part of a team
- Adapt to changing priorities and assignments
- Interact effectively with students, faculty, staff, and the public

Hours:

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). Other professional activities may be scheduled in accordance with college policy and in cooperation with the respective Dean and the Office of Academic Affairs.

Qualification Standards:

1. **Minimum Qualifications:** Associate Degree in related field, preferably business, administration, and/or computer science.
2. **Minimum Experience:** Two years of clerical experience.
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must be permitted to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC background check consent form.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
mscemployment@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.